

**I. INFORMATION THAT CAN BE ACQUIRED THROUGH DIRECT ACCESS ON  
UNIFORM COMMERCIAL CODE (UCC) RECORDS - \$400.00 PER YEAR**

- Original and subsequent filing information
  - Continuation
  - Amendment
  - Release
  - Assignment
  - Partial Assignment
  - Termination
  - Correction-filed by Clerk of Court to correct minor in-house errors
  - Void filings-filed by Clerk of Court to reenter a filing in its entirety
  
- File numbers (including date and time of filing)
- Parish of original filing
- Status of filing (active/inactive)
- Debtor(s) information
  - Name(s)
  - Address
  - Federal taxpayer identification number(s) (where applicable)
  
- Secured Party(s) information
  - Name
  - Address
  - Federal taxpayer identification number(s) (where applicable)
  
- Property description on original financing statement

- Filing designations

Fixture/Mineral Filings

Owners of real property and their federal taxpayer identification numbers (where applicable)

IRS tax liens

Transmitting utility filing

Lease, bailment, consignment

- Subsequent filing descriptions: Example: Amendment filed to add debtors tax identification number
- Central Registry Filing Information

Crop name(s)

Crop code(s)

Parish where crop is being grown/produced

Quantity of collateral

Loan amounts

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## **II. SERVICE TERMS AND CONDITIONS**

Telephone dial-up access to records maintained by the Secretary of State is made available for general information purposes only and the Secretary of State disclaims any liability for the accuracy or completeness of any of the information provided through this service. No express or implied warranties, including the warranties of merchantability and fitness for a particular purpose, are hereby given.

In particular, the information provided through this service is not to be construed as having the legal effect of a certified copy or an official certification of filing by the Secretary of State or other filing officer.

Certified copies of Uniform Commercial Code financing statements are also available for a fee from any parish (county) Clerk of Court, except in Orleans parish where the filing officer is the Recorder of Mortgages.

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### III. HOURS OF AVAILABILITY

Access to the Secretary of State's computer system is available under the terms of your agreement during the Secretary of State's normal business hours of 8 a.m. to 4:30 p.m. CST/CDT, Monday through Friday.

Access outside of normal business hours is offered but may be subject to occasional interruption to provide for system maintenance. The extended hours of operation are 6:30 a.m. to 9 p.m., seven days a week. No advance notice will be given of interruptions in service during extended hours.

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### IV. HARDWARE REQUIREMENTS

A personal computer equipped with a telephone line and a telephone dial-up modem capable of communicating at a minimum speed of 2400 bps. The modem must support V.42 data compression and error correction protocols. A modem supporting speeds of 14.4 kbps or higher is highly recommended to take full advantage of the service. Cable or DSL modems cannot be used.

**Effective January 15, 2000** connection requests from older 1200 and 2400 bps that do not support V.42 error correction will be rejected. LAPM (V.42) is the only protocol supported; MNP (Microcom Networking Protocol) is not supported. A suitable modem (either internal or external) can be purchased for under \$50.00.

**Upgrade note:** an internal modem card is recommended over an external modem if your personal computer is not a recent model with an 80486 processor. The 8250 UART chip found in older serial ports will not support an external modem reliably at speeds above 9600 bps unless the serial port is replaced with one containing the newer 16550 UART chip. This chip is built into the internal modem card.

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### V. SOFTWARE REQUIREMENTS

Almost any communications software program can be configured to access the service. The software must support VT-100 emulation. Software that has been tested and found to work properly includes Procomm Plus, SmartCom, BitCom, Crosstalk, Softerm and Hyper Terminal program included with Windows 95 or higher.

Configure your communications software for VT-100 emulation, 8 data bits, 1 stop bit, no parity, and full duplex. These are the default settings for most software packages. In addition, specify the highest speed allowed by your software to allow the modems to negotiate a connection at the maximum speed supported by both modems.

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## VI. USER ID AND PASSWORD

You will be assigned a user ID number which will not change. Initially your password is the same as your user ID. We recommend that you change the password to one of your own choosing as soon as possible to prevent unauthorized use of your account.

The service allows only one session to be active at a time for each user ID. You will be disconnected if you attempt to log on to more than one session.

Change your password by selecting option 5 from the Main Menu. Passwords can be up to 10 characters long and may contain only the letters A to Z and the digits 0 to 9. Special characters, punctuation, and imbedded blanks are not allowed. Minimum password length is 5 characters.

**Tip:** when entering user id and password, be sure to distinguish between the letter 'O' and the number zero.

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## VII. KEYBOARD CONSIDERATIONS

The system makes use of control key sequences to handle page up and down and printing. A control key sequence is entered by using the Ctrl key on your keyboard as a shift key. For example, to send a Control U sequence, press and hold the Ctrl key and then press the 'U' key. Allowable control key sequences are <Ctrl U> to page up, <Ctrl D> to page down, and <Ctrl P> to print. The escape key (ESC on most keyboards) is used to return to the previous screen from all screens except the Main Menu.

The prompt at the bottom of each screen lists the control keys that are active for that screen. Key sequences are shown enclosed in brackets, e.g., <ESC>.

Some communications software packages allow you to remap and customize the keyboard for each connection profile. You might, for example, remap the PageUp and PageDown keys to transmit CTRL-U and CTRL-D when connected to the Secretary of State's system. You should be thoroughly familiar with your communications software before attempting to remap the keyboard.

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## VIII. PRINTING CONSIDERATIONS

Host-directed printing is supported by means of the standard VT100 printer bypass sequences (HEX 1B5B3569 to start printer bypass and HEX 1B5B3469 to end bypass). When a <CTRL-P> sequence is entered from a screen where it is supported, the printer-bypass sequence will be sent, followed by the data to be printed and, finally, the end-printer-bypass sequence. A form-feed character (HEX 0C) will be sent at the end of each page of data.

Almost all communications software packages will recognize the printer bypass sequences when configured for VT100 or VT102 emulation. There are differences, however, in the way the various packages respond to these sequences. For example, some packages do not display the received data on the screen as it is being printed, while others do.

If your software does not support the VT100 bypass sequences, you may still print using the standard screen-print capabilities of your computer or the capture-to-disk or capture-to-printer features of your communications software.

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## **IX. GENERAL SEARCH INSTRUCTIONS**

When prompted for a search argument, enter the desired starting point to begin browsing records. You will be presented with a numbered list of possible choices beginning with the first record whose index is equal to or greater than your search argument.

At this point, you may select the number of a record to view, page forward or backward by entering <CTRL-D> or <CTRL-U>, or enter a new search argument to reposition the file.

Names of individuals are displayed normally but indexed in inverted order, so the search argument for individuals will be last name followed by a space and the first name or initial. Do not use periods or commas.

The search argument may be entered in either upper or lower case.

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## **X. UNIFORM COMMERCIAL CODE (UCC) SEARCHES**

UCC financing statements are searched by specifying the debtor's name, the debtor's 9-digit taxpayer identification number (federal employer id for businesses or social security number for individuals), or the UCC-1 or UCC-3 file number. A search by debtor name also requires that the name type--business or individual--be specified.

Enter a search argument at the prompt to begin a search. For name and tax-payer i.d. number searches, you will be presented with a numbered list of possible choices in ascending order beginning with the first record whose index matches your search argument. You may page backward and forward from this point, enter a new search argument, or select a number to view and print the financing statement detail.

If there is more than one financing statement for the selected debtor, a second list will be presented. Select the number of the financing statement to view the detail record. Paging options will be shown only if there are additional financing statements to list for this debtor.

For file number searches, the financing statement detail will be displayed to view or print.

**Caution:** financing statements are subject to change or withdrawal without notice for two full business days following the date of filing.